



RECORDS RETENTION SCHEDULE

AUTHORITY FOR EDUCATIONAL TELEVISION

Schedule Date: September 1995



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

RECORDS RETENTION SCHEDULE

Signature Page

Authority for Educational Television
Agency

September 14, 1995
Schedule Date

Unit

Change Date
9/14/95
Date Approved by Commission

***** APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Theresa D. Fox
Agency Head

August 29, 1995
Date of Approval

Gita G. Mueller
Agency Records Officer

August 30, 1995
Date of Approval

Richard L. Felder
State Archivist and Records Administrator
Director, Public Records Division

August 28, 1995
Date of Approval

[Signature]
Chairman, Archives and Records Commission

9/14/95
Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

Wiana Meser
Records Analyst/Regional Administrator

Aug. 28, 1995
Date of Approval

Jim [Signature]
Appraisal Archivist

9/14/95
Date of Approval

Wiana Meser
State/Local Records Branch Manager

Aug. 28, 1995
Date of Approval

The determination as set forth meets with my approval.

AB Chandler III
Auditor of Public Accounts

9/12/95
Date of Approval

by Cindy M. James

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: September 14, 1995

STATE AGENCY RECORDS
RETENTION SCHEDULE

Education, Arts and Humanities
Authority for Educational Television

Records Title		Executive Director		Retention		
Series	and Description	Function and Use	Contents	Disposition Instruction		
00986	Grants File - (Record copy) - (Includes federal grants, production grants, production budgets, and honoraria) (N) NA	This series documents all proposals and applications submitted by Kentucky Educational Television (KET) for federal grants, production budgets, and honoraria. It also includes program and production proposals that have been funded. The grant moneys received are used for production expenses and equipment purchases. This series also documents services provided to KET from individuals giving legal, technical or administrative advice, and consultations, without the need for a contractual agreement by either party.	Series contains: applications, correspondence, proposals, approved grants, honoraria, budgets, allocations of grant moneys	Agency: 3 years	Records Center: NA	Archives Center: NA
				Destroy after audit		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education, Arts and Humanities
Authority for Educational Television

Series	Records Title	Function and Use	Programming	Contents	Retention		
	and Description				Disposition Instruction		
00991	Reaction Line Comments File - (Viewer responses to programs broadcast) (N) NA	This series documents viewer responses to programs broadcast on Kentucky Educational Television's (KET) open broadcast channel. The reaction line is set up on an 800 telephone number so that viewers can call into KET at any time. The reaction line provides viewers with the opportunity to ask questions, offer suggestions and make comments on programs aired. The programming division reviews each viewer response and addresses each issue individually. A summary of the information from this series is maintained in the Transmission Systems' public access file, as required by Federal Communications Commission regulations.		Series contains viewer comments and related correspondence	Agency: 3 years	Records Center: NA	Archives Center: NA
					Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education, Arts and Humanities
Authority for Educational Television
Administration and Support
Transmissions Systems

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
01017	Construction File - (Documents construction of transmitter sites and towers. Contains lease agreements, easements, deeds, etc.)	This series documents the construction of transmitter sites in various areas of the state. Currently, there are 15 transmitter sites, 14 in Kentucky and one located out of state. In addition to documenting property ownership, terms of easements and leases for transmitter sites, it also contains documentation on towers erected within the state.	Series may contain maps, terms of easements, correspondence, deeds, permits, agreements, and description of towers	Agency: P	Records Center:	Archives Center:
				Retain in agency		
01019	Program and Station Log File (N)	This series documents all programs scheduled for KET's open broadcast channels. It provides information on a daily basis about time schedules, length of programs, and whether broadcasts are KET programs or direct feeds from Public Broadcasting systems. The series is used by master control engineers as a working schedule. It also documents announcements by the National Weather Service when weather conditions are severe. These announcements are required by the Federal Communications Commission (FCC) to alert viewers of possible damaging weather. In addition, the series documents the testing of emergency weather signals throughout the state. It also documents the inspection of tower lights, which must be inspected every 24 hours, per requirement of the FCC.	Series contains airing times, length of programs, type of program (i.e., direct feed, etc.); emergency alert system information and tower light inspection information	Agency: 2	Records Center:	Archives Center:
				Destroy. NOTE: Logs containing communications incident to a disaster or investigation by the FCC, or logs involved in a claim or complaint must be retained until FCC releases the file.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education, Arts and Humanities
Authority for Educational Television
Programming/Production

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
01014	Production Schedule File (N) NA	This series documents, on a daily basis, productions, location of operations personnel, and equipment used in production development. It is used to establish daily work schedules. In addition, it identifies operation engineers, production engineers, associate producer, and producer working on a particular production. It is used to cross reference time and cost amounts spent on productions.	Series contains: list of operations and production personnel and their job function; work location; and type of equipment.	Agency: 1 year Destroy	Records Center: NA	Archives Center: NA
01027	Films and Videotapes - Original Programming - (KET produced and prepared programming) Administrative Change Date: 9/9/1999 - (To change disposition) (V)	This series documents the original programming produced and prepared by Kentucky Educational Television (KET), pursuant to its authority under KRS 168.100 (3). The programs developed by KET for broadcast aid in education in Kentucky's public schools and state supported institutions of higher learning. Other programs developed are for use in other public functions related to the study of history, current events and current laws of government. KET also broadcasts the proceedings of all legislative sessions. Videotapes of the proceedings are retained by the Legislative Research Commission. Examples of original programming include Comment on Kentucky, Kentucky Afield, Governor's addresses, State of the Commonwealth addresses, and documentation about importation political figures. *Videotapes/reels of legislative sessions.	Film and videotape recordings of programs developed by KET	Agency: P Retain in agency	Records Center:	Archives Center:
00988	Utilization Survey File - (Documents utilization of educational television in Kentucky schools) (N) NA	This series documents the status of educational television utilization in Kentucky's classrooms and provides other instructional television data. It is completed by KET's Educational Consultants, located in schools in each region of the state. Through information from the series, KET can better understand the needs of schools, teachers and students and can then develop instructional programs which better meet these needs.	Series contains: Total of instructional series broadcast; programs broadcast; number of broadcast hours; number of teachers using KET programs; number of students using instructional programs; total TV sets in use; number of VCRs being used; number of visits by consultant; number of presentations; and the names of those contacted.	Agency: 3 years Destroy	Records Center: NA	Archives Center: NA
00994	Program Files - (Documents development of programs) (N) NA	This series documents the development and creation of programs produced by Kentucky Educational Television. It contains specific information on the descriptions and objectives of the programs produced. It also provides historical data which are used by the agency in planning for future programs. The series brings together in one file all production and broadcast rights.	Series contains: descriptions and objectives of programs; related correspondence	Agency: Permanent Retain in agency	Records Center: NA	Archives Center: NA
01005	Scripts File (N) NA	This series documents the text of a production or program produced by Kentucky Educational Television. It provides those involved with the program, especially guests, with the written material to be used. Copies of scripts are also provided to the viewing public upon request.	Series contains: dialogue (text) of programs; correspondence; production documentation and producer's remarks	Agency: Permanent Retain in agency	Records Center: NA	Archives Center: NA

STATE AGENCY RECORDS RETENTION SCHEDULE

Education, Arts and Humanities
Authority for Educational Television
Programming/Production

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
01006	Release Authorization File (N) NA (V)	This series provides authorization/approval from an individual or group to use their names or project ideas for a KET production or program. Information from the series is valuable in defending against legal claims arising from program production and distribution activities. The releases show that a producer acted with the consent of property owners and program participants in the development of productions and their subsequent broadcast. It also protects the agency from being liable for any footage or promotional materials used in connection with educational programs and print materials.	Series contains: written authorization needed by KET to use names, pictures, ideas for programs/productions. Location releases specify the title of the signatory or provide other indication that the signatory has the authority to grant permission to use the location.	Agency: Permanent	Records Center: NA	Archives Center: NA
				Retain in agency		
01009	Copyright File (N) NA (V)	This series documents the legal rights of an author, playwright or publisher, as well as the rights of the agency, in the use, publication, production, sale or distribution of a literary, artistic or electronically produced work. It serves to ensure that proper credit is given to a product used in the development of a KET-produced program.	Series contains correspondence and information related to copyright issues	Agency: Permanent	Records Center: NA	Archives Center: NA
				Retain in agency		
01010	Photograph File (N) NA	This series documents people, places, events and activities of the agency by photographic means, which are directly related to its mission and role as the state's educational television authority.	Photographic prints and negatives	Agency: Indefinite	Records Center: NA	Archives Center: Permanent
				Transfer to the State Archives Center when administrative value has ceased. NOTE: Files should remain intact. Any screening will be done by the Public Records Division		
01013	Individual Program Data File (N) NA	This series serves as documentation of activities of the programming/production unit. It also contains a general outline of productions, with producer comments, suggestions, and questions. It provides a brief description of program content, production dates, participants, length of program, staff assigned to work on the project, and equipment used. The series is used to make programming changes or other adjustments as may be needed.	Series contains: subject of program; title of program; equipment to be used; amount of staff and time needed to prepare and present program; summaries of costs; and assessment of programs to determine production possibilities.	Agency: 15 years	Records Center: NA	Archives Center: NA
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education, Arts and Humanities
Authority for Educational Television
Programming/Production
Education

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
04532	Special Projects File - (Documents special programs such as use of Star Channel, satellite classrooms, child development programs)	This series documents special projects that are developed and produced by Kentucky Educational Television. Examples of such projects include: 1) Use of the Star Channel network by non-profit professional groups to conduct statewide meetings and forums; 2) Satellite classrooms - six courses of study, not previously available, are broadcast daily from KET's studios to schools across Kentucky, through use of the Star Channel's interactive satellite system; 3) Child development programs - these programs give child care providers and parents an opportunity to learn about child development theories and to learn practical exercises to help children reach their full academic and social potential; 4) special projects which include film-video workshops, video rental, summer academics, educational support for programs aired, and information about the network's educational broadcasts and ways these programs can benefit the schools; and 5) professional development programs, which may be developed in conjunction with other agencies.	Series primarily contains videotaped materials. May also contain correspondence and project information.	Agency: P	Records Center:	Archives Center:
				Retain in agency		